

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

January 31, 2002

SUBJECT: LOST ORIGINAL TRAFFIC NOTICES TO APPEAR (CITATIONS)

PURPOSE: The Los Angeles Superior Court has discontinued accepting Traffic Notices To Appear, Form 4.50.0, when the original has been lost. This policy has been in effect for several years and the Los Angeles Superior Court Steering Committee recently reviewed and ratified the policy. This Order incorporates that policy in the Department Manual.

PROCEDURE:

LOST COMPLETED TRAFFIC NOTICES TO APPEAR (CITATIONS). When a Traffic Notice To Appear has been issued and the original is lost, the citing employee shall complete a Citation Cancellation Request, Form 4.45.0. If only the original Continuation of Notice To Appear, Form 4.45.0 is lost, the original Traffic Notice To Appear shall still be processed; but the court will not enforce the violations listed on the lost Continuation of Notice To Appear.

AMENDMENTS: This Order amends Sections 4/326.10 and 4/326.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "D"